

## Glossary

### A

**Ad Hoc Selection** is an application that allows users to generate customized reports from a subset of Form HUD-50058 data fields.

**American Standard Code of Information Interchange (ASCII)** represents English characters as numbers, with each letter assigned a number from 1 to 127.

**ASCII File** is a text file in the universally recognized format. ASCII files use a generic format to transfer files between programs (e.g., spreadsheet, database).

**Assistance Payment** is the HUD-paid portion of the rent. Also termed Tenant Assistance Payment or Housing Assistance Payment.

### B

**Bookmark** is an Internet feature that allows the user to add a Uniform Resource Locator (URL) address to a saved list for easy access at a later time. Bookmarks prevent having to remember where favorite or interesting resources are on the Internet. Also called a "hotlist".

**Browser** enables an Internet user to browse through the World Wide Web (WWW) as hypertext linked documents.

### D

**Database** is a collection of information organized in such a way that a computer program can quickly select desired pieces of data (an electronic filing system).

**Detailed Reports** highlight individual tenant data discrepancies that enable MTCS users to target specific issues for analysis.

**Download** refers to the activities associated with copying data (usually an entire file) from one source such as the World Wide Web (WWW) to a file or disk.

### F

**Fair Market Rent (FMR)** establishes the maximum eligible rent levels allowed under the Section 8 program for each geographic area. FMRs appear in the Federal Register.

**Family** includes all household members except live-in aides and foster children/adults. The total number of

family members determines the rental subsidy or payment amount.

**Fatal Error** occurs when the transmitted data does not comply with MTCS business rules or format specifications. MTCS rejects all Form HUD-50058 data that contains fatal errors.

**File Transfer Protocol (FTP)** is the system that transfers files between computers. This protocol is most commonly used to download software.

### G

**Gross Rent** is a unit's total monthly rent (Contract Rent) plus any allowance for utilities and other services.

### H

**Hard to House** qualification applies when the family includes three or more minors and is moving to a different unit.

**Head of Household** is the adult member of the household designated by the family or by HA policy as wholly or partly responsible for the rent payment.

**Household** includes everyone who lives in the unit. The total number of household members determines the assigned unit size.

**HUD's Central Accounting Program and System (HUDCAPS)** contains Section 8 financial information and is the official database for Section 8 HA/program codes.

### I

**Integrated Business System (IBS)** contains Public and Indian Housing (PIH) financial information and is the official database for PIH project numbers.

### L

**Low Income Families** earn incomes not higher than 80% of the median income for the area as determined by HUD.

### M

**Main Menu** (part of the Browser-based reporting application) displays links that access MTCS reports and Transmission Status, Error Reports or Analysis Reports.

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**Minimum Total Tenant Payment** is the tenant's minimum rent payment per month. The HA may require the tenant to pay this minimum rent amount up to \$50.

**Mixed Family** contains both eligible and ineligible family members who may be subject to prorated rent under the Noncitizens rule.

**Multifamily Tenant Characteristics System (MTCS)** maintains demographic and income information for Public Housing, Indian Housing, and Section 8 programs.

## N

**Noncitizens Rule** allows Housing Agencies to provide financial assistance to US citizens, nationals, and non-US citizens with eligible immigration status.

## O

**Over Charge** occurs when Reported Rent exceeds the Computed Rent (Over Charge equals the Reported Rent minus the Computed Rent).

**Over Housed** is an occupancy discrepancy that occurs when the number of bedrooms in the unit exceeds the HUD standard for that size family. (Applies to Public Housing and Section 8 programs).

**Over FMR Tenancy Option (OFTO)** occurs when the initial Gross Rent exceeds the Fair Market Rent (FMR) or HUD approved exception rent.

## P

**Payment Standard Mode** is the most frequently occurring payment for all families within a particular program and for each unit size category.

**Portability** involves a family who receives a Section 8 Certificate or Voucher by one housing agency and finds a unit in the jurisdiction of another. The term portability applies even if the receiving agency absorbs the cost.

**Proforma Reports** provide summary and detailed data in formatted layouts (standard reports) as determined by HUD. Proforma reports include all Summary, Detailed, FSS, and SEMAP reports.

**Prorated Assistance (Family Subsidy Status Code)** applies if one or more family members do not provide acceptable documentation of their citizenship or eligible immigration status.

**Prorated Rent** is the total rent amount a mixed family pays or the total credit amount the family receives to pay

utilities when one or more family members are ineligible noncitizens.

## R

**Record** is a combination of data fields that contain one item of information. For example, all the fields in the head of household section of the Form HUD-50058 create a record. The Form HUD-50058 contains ten records.

**Regular Rent** is the actual monthly rental amount charged for a unit in a particular geographic area.

**Rent Burden** is the portion of the rent the family is responsible for on a monthly basis.

**Rent Discrepancy** is the MTCS calculated rent less the amount the tenant reports as paying. The rent discrepancy varies for each Program Type.

**Report Menu** displays a list of Proforma reports grouped as Summary, Detailed, FSS, and SEMAP.

## S

**Selection Menu** displays Program Type and Level of Detail selections for a report.

**Supplemental Security Income (SSI)** provides cash assistance to family members who have limited income and resources and who are age 65 or older, blind, or disabled.

**Summary Reports** display aggregates of family demographic and income information. These reports respond to frequently asked questions about HUD programs and identify issues that require more detailed analysis (includes FSS and SEMAP).

## T

**Tenant Assistance Payment** is the monthly amount HUD pays toward a tenant's rent and utility costs. The Tenant Assistance Payment equals the difference between the Gross Rent and the Total Tenant Payment.

**Tenant Eligibility Verification System (TEVS)** compares tenant reported income from MTCS with Social Security (SS) and Supplemental Security Income (SSI) data in the Social Security Administration's database. TEVS generates reports that help HAs identify tenants who under or over report income.

**Tenant Rent** is the portion of the Contract Rent payable by the family (the difference between the TTP and utility allowance).



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**Total Tenant Payment (TTP)** is the portion of the Gross Rent payable by the family. MTCS calculates TTP as the difference between the Gross Rent and the Assistance Payment.

### U

**Under Charge** occurs when Computed Rent exceeds the Reported Rent (Under charge equals Computed Rent minus Reported Rent).

**Under Housed** is an occupancy discrepancy that occurs when the number of bedrooms in a unit is less than the HUD standard for families of that size.

**Uniform Resource Locator (URL)** is the technical name of a World Wide Web page address. URL addresses include both the addresses of the Web server and the specific directory structure that leads to an individual Web Page on a Web server.

### W

**Warning Error** occurs when the transmitted data may not comply with the MTCS business rules or format specifications. MTCS does not reject Form HUD-50058 data that contains warning errors.